



Abbey Lane Primary School

Abbey Lane, Sheffield, S8 0BN | tel: (0114) 274 5054

email: enquiries@abbeylane.sheffield.sch.uk

web: www.abbeylaneprimaryschool.com

Headteacher: Mr T Calcutt | Deputy Headteacher/SENCo: Miss T Bryan



Breakfast and After School Club

Terms and conditions

Our wraparound care clubs are for pupils at Abbey Lane Primary School. It operates from 7:30am until the start of school and then again from 3.15-6.00pm each term-time day.

Session	Cost	From	To	
Morning Session	£6.50	07:30	08:45	Toast, Jam, Fruit, Cereal and drink
ASC Session 1	£8.00	15:15	16:30	Biscuit and drink
ASC Session 2	£8.50	16:30	18:00	Collection from after clubs & Sandwich, Fruit vegetable sticks and homemade biscuit/sponge
ASC Full Session	£14.00	15:15	18:00	Sandwich, Fruit vegetable sticks and homemade biscuit/sponge

Breakfast will be provided by school and Taylor Shaw will provide the grab bags.

Activities will be organised and will include a quiet area for reading, construction play, art and craft and physical activities. There will also be opportunity for outdoor play weather permitting.

Please be advised that breakfast service will conclude at 8:15am, and the final drop-off time for Breakfast Club is 8:25am. If your child arrives between 8:15am and 8:25am, please ensure they have eaten prior to arrival.

Any missed sessions will remain chargeable in accordance with our cancellation terms and conditions.

At 8.40am, the end of each session, children in FS2 and KS1 will be accompanied to their class and KS2 children will be allowed to go to their classrooms for the start of school as usual.

At the end of the school day Infant and Y3 children will be collected from their classrooms and taken to the Hall where the remaining KS2 children will meet them.

Our Breakfast and Afterschool club will be run by school employed staff who are fully trained and DBS checked.

All members of staff are first aid trained.

Staffing ratios will be at least 1:11 with a minimum number of 3 staff members in each session irrespective of the number of children attending.

The maximum number of children in a session will be 33.





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Childcare vouchers

Please use the following details when using childcare vouchers through your employer:

Abbey Lane Primary School
Abbey Lane
Sheffield
S8 0BN

Ofsted number: 151409

DFE number: 2001 LEA number: 373

Tax credits

Our breakfast and afterschool club is registered as a childcare provider through Abbey Lane Primary School. Therefore, when claiming tax credits please use the school's Ofsted registration number: 151409

Booking procedure

Bookings can be made through ParentPay. We understand that from time to time you may need to book on the day in which case please contact the office. All bookings for After School Club must be made by **12.00pm** on the day you are requesting. This is to ensure staff ratios are correct for the session.

Late collection fee

We reserve the right to charge a late collection fee of £4.50 per 10 minutes after the booked pick up time e.g. 4.30pm or 6.00pm.

Children not collected from school by 3:30pm

Any child who is not already booked in for After School Club but has not been collected from school by 3:30pm will be taken to After School Club in the Small Hall. Parents will be charged £4.50.

In rare cases where a child is due to attend an after-school activity (e.g., netball, SoccerEds) but needs to be collected early due to circumstances such as a club cancellation at short notice or illness, they will also go to the After School Club until collected. Parents will not be charged in these situations, as this is beyond your control.

Cancellations

Unfortunately, cancellations due to child absence cannot be refunded.

Permanent cancellations of pre booked places would require a month's notice and will be invoiced accordingly if the place is cancelled with immediate effect.

Changes to confirmed bookings

Requests for changes to pre-booked sessions must be made 48 hours in advance via email to breakfastclub@abbeylane.sheffield.sch.uk or afterschoolclub@abbeylane.sheffield.sch.uk This includes any changes in relation to disco's and school events. Changes will only be accommodated if there is availability in the session requested. Unfortunately, cancellations due to the non-availability of spaces within requested sessions cannot be refunded.

Payments

Payments must be made upon booking using credit or debit card unless you are paying via child care vouchers. If you wish to pay via child care vouchers please select the pay later option.





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Registration

All children must be registered by a member of staff when arriving at breakfast club or collected from the classroom.

On arrival at the breakfast club, you should not leave your child until they have been registered.

On collection, the staff will sign your child out by making a note of the time and who has collected them.

Health and Safety

Children will be expected to follow school rules. Please be assured that these rules are in place to protect the children and ensure their health and safety while attending our clubs.

Conduct

Our breakfast and afterschool club offers an informal and recreational atmosphere whilst ensuring a clear code of conduct. The children are expected to show consideration to their peers, the building, equipment and the staff.

Aggressive, disruptive or discriminatory behaviour will not be tolerated.

Illness, accidents and medical consent

All illnesses and accidents will be dealt with in line with Abbey Lane Primary School procedures. If any medicines need to be administered or passed on to the school office these must be given to a member of staff on arrival at the breakfast club with a completed form. Medicines should then be collected from the school office at the end of the school day.

Management

The club is governed by the policies and procedures of Abbey Lane Primary School Primary School.

Contact details

You can contact the breakfast/afterschool club team via email: breakfastclub@abbeylane.sheffield.sch.uk or afterschoolclub@abbeylane.sheffield.sch.uk. Please be aware that email inboxes are monitored during working hours only Monday-Friday 8am-6pm. Emails will be responded to within 48 hours. If you have an urgent query or message please contact the main school office number: 0114 2745054. **If you need to contact the afterschool club team during club hours 3.15pm-6.00pm, please use 01146987008.**

